

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
ADMINISTRATION BUILDING
127 EAST OAK STREET, ROOMS 1H & 1I, JUNEAU, WI 53039**

August 5, 2020

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 8:00 a.m. with the following members present:
2. **ROLL CALL AND NON-COMMITTEE MEMBER COUNTY BOARD ATTENDANCE:**

COMMITTEE MEMBERS PRESENT

Larry Bischoff
Lisa Derr
Dan Hilbert
Karen Kuehl
Mary Ann Miller (via teleconference)

NON-COMMITTEE MEMBERS PRESENT

None

ALSO PRESENT: Jim Mielke, Dodge County Administrator; Ed Somers, Clearview Executive Director/Administrator; Lori Kurutz, Assistant Administrator; Jim Hill, Director of Environmental Services; Nicole Grossman, Director of Finance; Megan Firari, Human Resource Specialist; Ashley Kuhn, Admissions Coordinator; and Jill Soldner, Administrative Secretary.

3. **PUBLIC COMMENT:** None.
4. **APPROVAL OF MINUTES OF THE JULY 1, 2020 MEETING:** Motion made by Kuehl to approve the July 1, 2020 Health Facilities Minutes; seconded by Hilbert. Motion carried.
5. **VOLUNTARY AND INVOLUNTARY DISCHARGES:** There were 11 voluntary discharges and zero involuntary discharges to report.
6. **CENSUS REPORTS:**

Clearview Brain Injury Center:	19 of 30, with 1 in the hospital and 1 possible admission at the end of the week
Clearview:	93 of 120, with 2 bedholds (returning today), with 1 admission today
Clearview Behavioral Health 1/2/3/4:	33 of 40
ICF-IID (formerly FDD):	39 of 46
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	18 of 20

Statistics were reviewed with the Committee, comparing the July 2019 average monthly census, and then the February 2020 and the July 2020 average monthly census.

7. **ADMINISTRATOR'S REPORT:** PowerPoint presentations were given by Administrator Ed Somers, Assistant Administrator Lori Kurutz, Jim Hill, Nicole Grossman, and Megan Firari.

- **Siding Project ~ Jim Hill and Jim Mielke:**

- **Update on Project Progress:** Hill updated the Committee that the siding project is 75% complete; the crew has been increased from four to six. On July 24, 2020, Administrator Mielke, Corporation Counsel Kim Nass, Somers, and Hill meet with Chris Waldron, Mark Schuenke, and Blaine Tuchscherer from Boldt and Bill Robison from Engberg Anderson to discuss the variation in installation from the as-built drawings. The project is on schedule and is to be completed by the end of August 2020.
- **Change Orders:** Due to the increased project cost from \$344,050 to \$375,050 related to the variation in original installation from the bid documents (\$31,000 difference), a change order is in the process of being completed. Corporation Counsel Nass is working on an agreement with Boldt, who will be contributing \$15,000 towards the project. Nass will also be sending a letter to Engberg Anderson to discuss their role and responsibilities related to the building project.
- **Project Budget:** A Resolution regarding the final project budget from the Health Facilities Committee is tentatively scheduled to go before the County Board at its September 2020 meeting.

- **Human Resource Report ~ Megan Firari:** Firari reported on the comparison between January 1 to July 31, 2019 vs. January 1 to July 31, 2020 hires and terms of C.N.A.s and CBRF assistants. She also gave statistics for the C.N.A. classes from 2017 to 2020. Three classes have been held in 2020 with another one starting in September. She will give the Committee an updated report in three to four months.

- **Financial Report ~ Nicole Grossman:**

Grossman provided a financial update of the Clearview budget as of June 30, 2020. The report was put together utilizing source documents as produced of the new Dodge County accounting system, Tyler Munis. It was outlined to the Committee that the report, indicating a net gain, is overstated. There are entries that, to date, are not entered in the Tyler Munis system that Clearview historically completed on a monthly basis, including items such as prepaids and depreciation. In addition, the report included CARES Act funding revenue that was included in the report that was not budgeted or expected revenue to obtain.

Grossman provided a 2021 budget overview update. The Administrator, Assistant Administrator, and Director of Financial Services meet with each Clearview department head to discuss budgetary needs for 2021. A meeting was also held with the County Administrator and Finance Director communicating initiatives that Clearview is looking into, which include competitively reviewing service and supply contracts, explore Medical Director options, investigate the purchasing of equipment such as specialized wheelchairs vs. renting, and finally looking at exploring options to export data from our accounting software Tyler Munis into our billing/accounts receivable software, MatrixCare, to provide data to Clearview department heads to implement spending controls based on census.

Grossman presented the Committee with information on bad debt, specifically on the Clearview budget for bad debt and how Clearview completes a monthly reserve. An overview amount of accounts receivable write-offs was presented to the Committee for approval.

Motion by Hilbert to approve the write-offs as presented, which will go to the Finance Committee on August 10, 2020; seconded by Kuehl. Motion carried.

- **Corporate Compliance ~ Lori Kurutz:** The Corporate Compliance Committee met on July 22, 2020 to discuss resident privacy, confidentiality/retention of records, and ethics. Compassionate visits will be allowed with residents, families, and friends for end-of-life residents during COVID-19. Clearview's admission packet regarding its collection process will be amended by the end of October 2020. Ashley Kuhn, Admissions Coordinator, reported on Clearview's Annual Satisfaction Survey, which was completed by residents and resident representatives. The next meeting will be held in September and will focus on resident rights.
 - **COVID-19 Update:** An on-site survey was conducted on July 7, 2020, by the Department of Health Services ("DHS"). The survey, which was mandated by the Centers for Medicare & Medicaid Services ("CMS"), focused on infection control. There were no citations issued. There was an infection control complaint survey on July 22, 2020, due to an anonymous complaint, which was deemed unsubstantiated by DHS. DHS did recommend ensuring social distancing at cookouts. A Plexiglass barrier was added to the resident bank window. Clearview last conducted employee testing on July 13 and 14, resulting in one positive result on July 15; the employee quarantined. Additional tests were ordered for bi-weekly staff testing on July 10. The tests are on temporary hold due to lack of testing supplies and low incidents. Tests were also ordered on July 29 and Clearview was notified again that the tests are still on hold. There is no guarantee of the type of test that will be received in the future. Clearview will be submitting reimbursement requests from the "Routes to Recovery" grant funded by the CARES Act. Expenses must be incurred on or after March 1, 2020 and must be paid for by the end of October 2020. Clearview will be upgrading air handlers, sanitizing robots, lite gaiters, additional medical equipment, over-the-bed tables, dining tables, and tablets. An update on Clearview's Personal Protective Equipment ("PPE") inventory as of August 3, 2020 was provided. Somers reported that Clearview's PPE inventory is improving.
8. **NEXT MEETING DATE AND TIME:** *Wednesday, September 2, 2020, at 8:00 a.m.*, in Rooms 1H and 1I, 127 East Oak Street, Juneau, Wisconsin.
9. **ADJOURN:** There being no further business to come before the Committee, Motion by Derr to adjourn; seconded by Hilbert. Motion carried. Meeting adjourned at 9:45 a.m.

Dated this 2nd day of September, 2020.

Respectfully submitted,

Mary Ann Miller, Secretary

